



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**NOTICE OF THE REGULAR MEETING  
OF THE COMMUNICATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY**

Wednesday, May 6, 2020

**STANDING COMMUNICATIONS COMMITTEE REGULAR MEETING**

3:30 P.M. – 4:30 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**NOTICE**  
**Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:**

Toll-Free Dial-In Number: (866)848-2216

CONFERENCE CODE: **5193676302**

To view the Agenda and Presentation Materials go to

Agenda Packet and Materials at: [www.todb.ca.gov/](http://www.todb.ca.gov/)

**Communications Committee Board Members**

*Chair Bill Pease*

*Vice-Chair Bryon Gutow*

**A. ROLL CALL**

1. Call business meeting to order 3:30 p.m.
2. Roll Call.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the view point of the Committee members.

**C. DRAFT MINUTES TO BE APPROVED**

1. March 4, 2020 Communications Committee DRAFT meeting minutes.

**D. DISCUSSION ITEMS**

1. Discussion Regarding Google Analytics Comparison Report.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

**F. ADJOURNMENT**

1. Adjourn to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**MINUTES OF THE REGULAR MEETING  
OF THE COMMUNICATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, March 4, 2020  
STANDING COMMUNICATIONS COMMITTEE REGULAR MEETING  
3:30 P.M. – 4:30 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

### **Communications Committee Board Members**

*Chair Bill Pease  
Vice-Chair Bryon Gutow*

#### **A. ROLL CALL**

1. Call business meeting to order 3:32 p.m.
2. Roll Call. All Present

#### **B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the view point of the Committee members.

#### **C. DRAFT MINUTES TO BE APPROVED**

1. November 6, 2019 Communications Committee DRAFT meeting minutes.

#### **D. DISCUSSION ITEMS**

1. Discussion Regarding Google Analytics Comparison Report - Previous Year to Current Year. Administrative Assistant, Yesenia Monarrez discussed traffic on [todb.ca.gov](http://todb.ca.gov). Using Google Analytics allows the Town to see who is viewing its website, from where they are viewing it and for how long, among many other informative facts. This helps the Town see what the public is interested in.
2. Discussion Regarding Town Phone System. Assistant General Manager, Dina Breitstein discussed the possible purchase of a new phone system for the Town. The new phone system will reduce cost to the Town while simultaneously save the Town roughly \$11,000.00 a year. Upon considering the Town's needs, Jive, Vonage and Ring Central were each reviewed and assessed. Jive was the company that met all the requirements of the district.

#### **E. FUTURE DISCUSSION/AGENDA ITEMS**

None

#### **F. ADJOURNMENT**

1. The meeting adjourned at 3:41 p.m. to the next Standing Communications Committee meeting at the

Community Center located at 1601 Discovery Bay Boulevard.

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DRAFT

# What's Being Viewed and For How Long?

Year to Date 2020

Homepage	9,908	1:32
About Discovery Bay	2,198	1:39
Water Services	1,637	1:35
Employment	1,622	5:33
Xpress Bill Pay	1,335	4:00
Agendas and Minutes	767	:20
Home-Owners Associations	727	2:13
Living Here	712	:35
Contact Us	690	2:05

# What's Being Viewed and For How Long?

Month of April 2020

Homepage	2,410	2:17
About Discovery Bay	720	1:46
Water Service	499	1:42
Xpress Bill Pay	423	3:40
Contact Us	194	2:50
District Services	191	:27
Agendas and Minutes	189	:20
Living Here	170	:30
Board of Directors	168	:22

# Who is Accessing TODB.ca.gov?

## United States

Jan 1, 2020 - Apr 29, 2020	15,318
Apr 1, 2020 - Apr 29, 2020	3,814

## India

Jan 1, 2020 - Apr 29, 2020	52
Apr 1, 2020 - Apr 29, 2020	16

## Canada

Jan 1, 2020 - Apr 29, 2020	69
Apr 1, 2020 - Apr 29, 2020	10

## Hong Kong

Jan 1, 2020 - Apr 29, 2020	45
Apr 1, 2020 - Apr 29, 2020	12

## Philippines

Jan 1, 2020 - Apr 29, 2020	65
Apr 1, 2020 - Apr 29, 2020	11

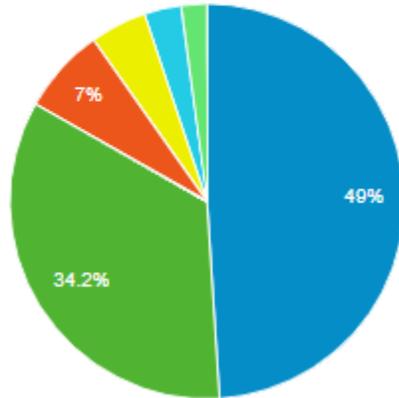
## France

Jan 1, 2020 - Apr 29, 2020	42
Apr 1, 2020 - Apr 29, 2020	27

Sessions by Browser

*First Quarter 2020*

Safari Chrome Internet Explorer Edge Firefox  
Other



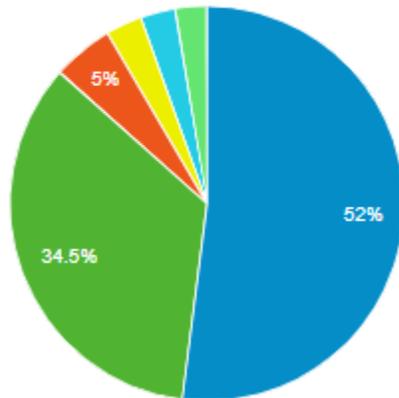
How is TODB.ca.gov being accessed by the public?

Internet Explorer – Dropped by 2%  
Chrome- ~  
Safari – Increased by 3%

Sessions by Browser

*April 2020*

Safari Chrome Edge Internet Explorer Firefox  
Other



Desktop Access- 61.04%  
Mobile Access- 36.71%  
Tablet or Other- 2.25%